TBPT Adopter Teleconference

Date, Time & Location:	4/20/04 12-2 PM, Booz Allen Hamilton, Tower Building Room 1800B
Attendees:	**Attendees** Thomas Jefferson • Jack London John Hopkins • Joe Califono Jackson Lab Northwestern University • Dhugal Bedford • Julie Zhu University of Pennsylvania • David Fenstermacher UPMC • Mike Becich • John Gilbertson Washington University • Mark Watson Dartmouth University • Kristen Chambers caBIG Project Team Attendees • Kevin Vigilante • Greg Eley • Mike Keller
Goal of meeting:	The goal of this meeting is to give the adopters of the TBPT WS an opportunity to interact and discuss their role in the Workspace. This discussion will facilitate the development of a project plan to be used in the generation of Statements of Work.
Other discussion items:	**1. Use Case Forms:** The Adopter participants quickly identified the need to identify the systems that various participants are already using for tissue tracking (use case development). Generation of this list will aid the Developers in determining what course to take in their role as Developers of the TBPT WS. Use case development documentation will be then posted on the caBIG forum. Once we have the use case and any other documents that will support the

Adopters role for interoperability we will develop a project plan that will be the basis for SOWs.

From this discussion the issue arose of how to pair certain Adopters with certain Developers and is discussed in further detail in Discussion Item 2.

2. Pairing of Developers and Adopters:

There are 2 types of Adopters found in this WS. **1.** Adopters who do not have any type of database available and need the Developers to develop that need system put in place and, **2.** Adopters who have existing systems that need Developers to develop the necessary plug-ins. These differences will be reflected in the Statements of Work that will be drafted. The group has previously proposed and adopted a simultaneous two-tiered approach to address the needs and concerns of both types of Adopter groups.

3. IRB Environment

The issue also rose that a meeting would be necessary between the TBPT WS and the Intellectual Property Working Group to discuss IRB concerns such as IRB environment from institution to institution (Open consent vs. Specific consent, etc). The group appointed Mark Watson, William Grizzle and John Gilbertson as liaisons to the IP Working Group to discuss these issues.

4. Contact Information

Greg proposed to the group that everyone's contact information should be posted to the caBIG forum. No objections were put forth.

5. Adopter Organization

Kevin put forth the suggestion to elect a couple people from the Adopters to represent the group as a point of contact for organizational purposes to coalesce the needs of the group.

	Name	Action Item	Date Due	Notes
Action Items:		Follow-up on issues pertaining to posting on the caBIG forum (from Becich about architecture and strategic Workspace)	Immediately	
		Develop use case template (Collaborate With Mark Watson)	Immediately	
		Develop IRB template (Collaborate With Mark Watson)	Immediately	
		Send template to group for use case information (due from Cancer Centers 4/30/04)	Immediately	Needs to be returned by 4/30/04

		Create folder for use case development documentation in forum		
		Post distribution list in forum to allow institutions to edit		No ability for participants to edit list
		Schedule meeting with Mark Watson, Bill Grizzle, John Gilbertson and Intellectual Property group		
		Create agenda for next meeting (Tuesdays at noon)		
		Develop framework for task orders (collaborate with Mark Watson)		
		Get report from developers meeting (4/23)		
		Schedule next meeting 2-3 weeks at noon		
		Schedule face-to-face meeting on May 21st, 24th or 25th		

Next Agenda:

- Framework for skeletal contracts-task orders

- Report from developers meeting being held 4/23

- Report from meeting between TBPT Workspace liaisons and Intellectual Property Work Group

- Review use cases and see how they line up and coincide with what the developers are developing
  - Bin institutions before next meeting

- Face to face meeting schedule